

X  
XX  
XXX



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1. 15 14 13 12



MMMMMMMMMMMM									
M			M						
M									
M	M		M	MMMMM	M	MMMMM	MMMMM		
M		M		M	M	M	M	M	M
M		M	M	M	M	M	M	M	M
M			M	M	M	M	M	M	M
M			M	MMMMM	M	M	M	MMMMM	
		M		M					M
		M		M					M
		M		M					MMM

NATHAN KREVOLIN, Ph.D.



# I. Introduction

It is possible to type basic geometric figures with ease. If you can copy the following forms, you can type the more advanced pictures on the following pages with a little ingenuity and skill.

```
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  X  XXXXX
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXX
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXX  XXXXXXXXXXXXX
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX  XXXXXXXXXXXXX
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  XXXXXXXXXXXXX
XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  XXXXXXXXX
```

*Square*                      *Rectangle*                      *Parallelogram*                      *Triangle*                      *Circle*

The following pictures incorporate these basic geometric figures and are quite easy to type:

```
XXXXXXXXXX  X  X
X          X X
X          X
X          XXX
X          XXXX
XXXXXXXXXX  XXXXX
XXXXXXXXXX  XXXXXXXX
XXXXXX XXXXX
XXXXXX XXXXX
XXXXXX XXXXX
```

*Mug*                      *Wigwam*                      *Tree*

```
XXXXXXXXXX  XXXX
X          X
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX XX
XXXXXXXXXXXXXXXXXXXXXXXXX XX
X          X          X
X XX XX X XXX X
X XX XX X XXX X
X          X XXX X
XXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX XX
XXXXXXXXXXXXXXXXXXXXXXXXX XX
X          X          X
X XX XX X XXX X
X XX XX X XXX X
X          X XXX X
XXXXXXXXXXXXXXXXXXXXXXXXX
```

*Luggage*                      *House*                      *Shovel*

The following pages contain a variety of pictures which get progressively more difficult to type:



A truck incorporates the rectangle and circle.

```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X
X
X
X
X
X
      XXXXXXXX X
        X       XX X
          X       XX X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    XXXXXXXXX                XXXXXXXXX
    XXXXXXXX                  XXXXXXXX
    XXX                      XXX

```

The following items are a bit more difficult to type:

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM															
M										M					
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM															
M										M					
MM	HHHHHHHHHHHHHHHH									X					MM
MM	HHHHHHHHHHHHHHHH									XOX					MM
M	HHHHHHHHHHHHHHHH									X					M
M	HHHHHHHHHHHHHHHH														M
M															M
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM															

## Transistor Portable Radio

## Scissors



For the fun of it, type the following pieces of furniture:

```
XX
XX
XX
XX
XX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXX
X      X
X      X
X      X
```

Chair

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      X
    X
  X
X
```

Coffee Table

```
XXXXX
XXXXXX
XXXXXXXXXX
XXXXXXXXXXXXX
X
X
X
X
X
X
X
X
X
X
X
XXXXX
```

Lamp

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
V                                V                                V
```

Sofa

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X      X      X
X    XXX    X
X      X      X
XXXXXXXXXXXXXX
X      X      X
X    XXX    X
X      X      X
XXXXXXXXXXXXXX
      X
```

Desk

```
XXXXXXXXXXXXXXXXXXXX
X
X
X
X
X
X
XXXXXXXXXXXXXXXXXXXX
X  O    o    o    O  X
XXXXXXXXXXXXXXXXXXXX
      X      X
    X      X
  X      X
X      X
```

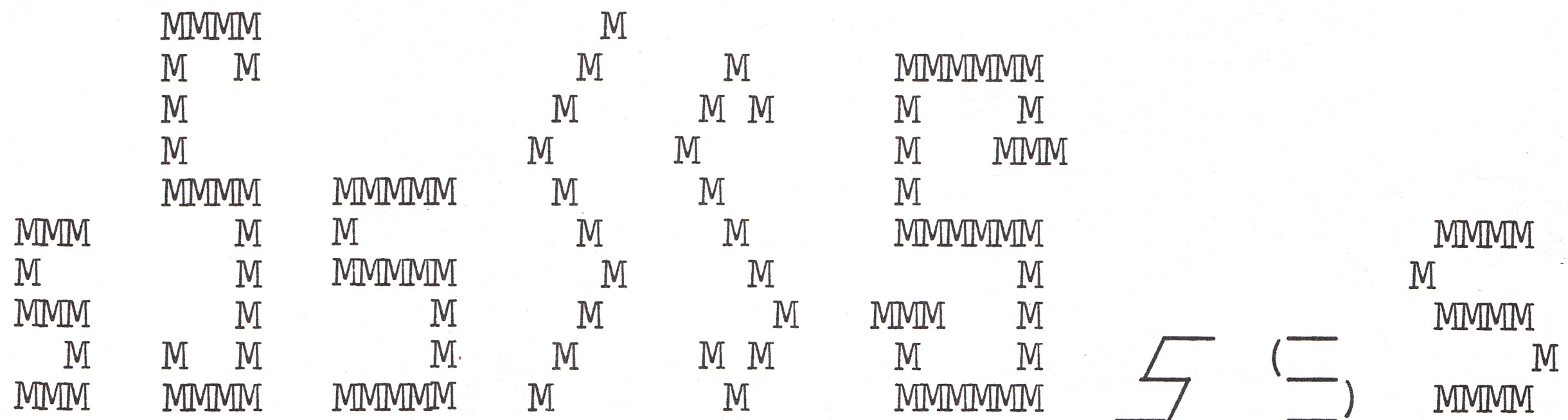
Television Set

Can you group several of these pieces of furniture into one picture?



## II. Lettering

There is an infinite variety of lettering designs. The following are merely suggested styles that are attractive and easy to type. However, if you are creative, you can design your own alphabets. For example, an S can be typed as follows:

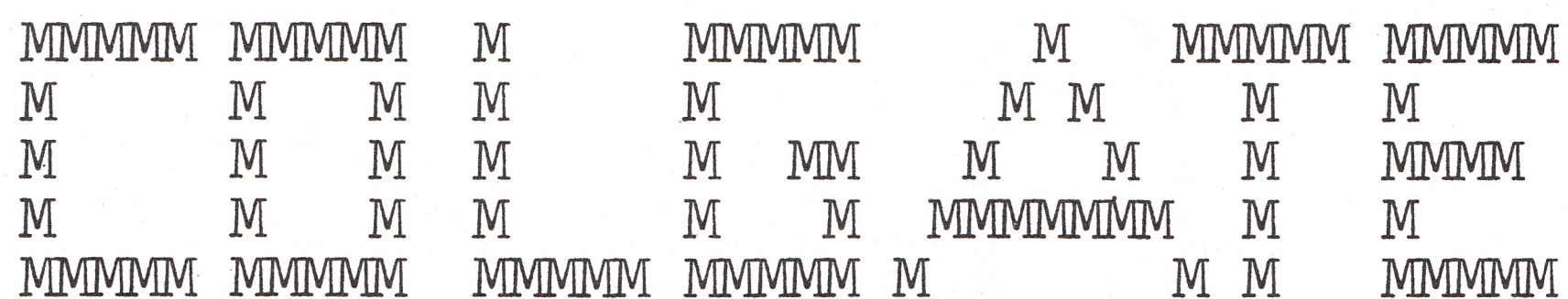


Knowing how to letter is a valuable typing skill. Creatively designed and arranged letters contribute to the attractiveness of report covers, price lists, menus, programs, announcements, posters, notices, and school or club newspapers.

Optical spacing (determining the spacing between letters by sight)—rather than mechanical spacing (using the same number of spaces between all letters)—creates a pleasing visual effect. For example:

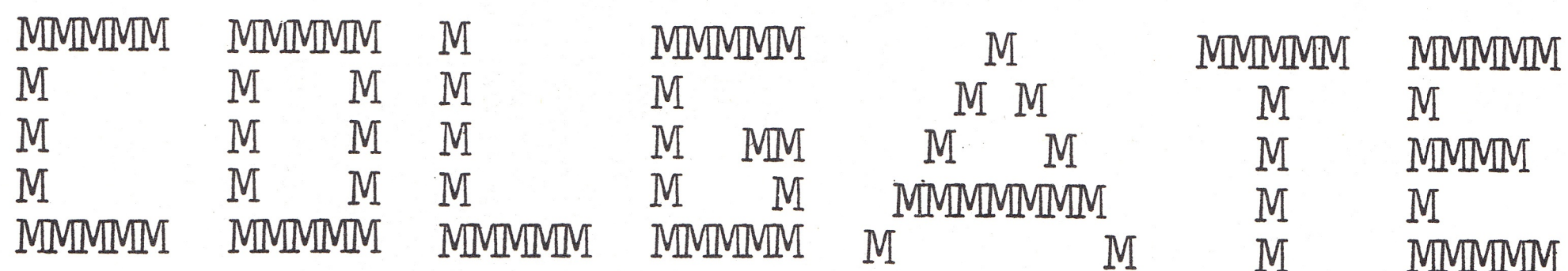
## Optical Spacing

(Leave extra spaces between straight, parallel vertical lines, for example, between O and L. Crowd to create a pleasing effect, for example, between A and T.)



## Mechanical Spacing

(The same number of spaces between all letters)



The following lettering designs are suggested because of their attractiveness and simplicity:



### Alphabet (Lower Case)

	M			M		MMMMM		M		
	M			M		M		M	M	M
	M			M		M		M		
MMMMM	MMMMM	MMMMM	MMMMM	MMMMM	MMMM	MMMMM	MMMMM	MMMMM	M	M
M	M	M	M	M	M	M	M	M	M	M
MMMMM	M	M	M	M	M	MMMMM	M	M	M	M
M	M	M	M	M	M	M	M	M	M	M
MMMMM	MMMMM	MMMMM	MMMMM	MMMMM	M	MMMMM	M	M	M	M
							M			M
							M			M
						MMMMM			MMMMM	

M		M										
M		M										
M		M										
M	M	M	MMMMMMMM	MMMMMM	MMMMMM	MMMMMM	MMMMMM	MMMMMM	MMMMMM	MMMMMM	MMMMMM	
M	M	M	M	M	M	M	M	M	M	M	M	M
MM		M	M	M	M	M	M	M	M	M	M	MMMMMM
M	M	M	M	M	M	M	M	M	M	M	M	M
M	M	M	M	M	M	M	M	MMMMMM	MMMMMM	MMMMMM	M	MMMMMM
								M		M		
								M		M		
								M		M		

```
M
M
M
MMMM      M   M    M           M       M   M     M   MMMMMM
M          M   M      M         M             M M     M        M
M          M   M      M         M             M M     M        M
M          M   M      M         M             M M     M        M
MMMMMM     MMMMMM      M              M   M           M        MMMMMM
                M               M   M
```

				MMMMM	M	M M	MMMM		
				M	M	M M	M M		
				M	M		MM		
		M	M	MMMM	M		M M M	MMMM	
				M	M		M M		
							M MM		
M	M	M	M	M	M		MMMMMM M		
	M		M						

M	MMMMM	MMMMM	M	M	MMMMM	MMMMM	MMMMM	MMMMM	MMMMM	MMMMM	MMMMM
M		M	M	M	M		M	M	M	M	M
M	MMMMM	MMM	MMMMM	MMMMM	MMMMM		M	MMMMM	MMMMM	M	M
M	M		M		M	M	M	M	M	M	M
M	MMMMM	MMMMM		M	MMMMM	MMMMM	M	MMMMM	MMMMM	MMMMM	MMMMM



### Alphabet (Upper Case)

M	MMMMM	MMMMM	MMMM	MMMMMM	MMMMMM	MMMMMM	M	M	M
M M	M M	M	M M	M	M	M	M M	M M	M
M M	MMMM	M	M M	MMM	MMM	M MMM	MMMMMM		M
MMMMMMMM	M M	M	M M	M	M	M M	M M	M M	M
M M	MMMMM	MMMMM	MMMM	MMMMMM	M	MMMMM	M M	M	M

[illegible]

MMMMMM	MMMMMM	M M	M M	M M	M M	M M	M M	MMMMMM
M	M	M M	M M	M M	M M	M M	M M	M
MMMMMM	M	M M	M M	M M	M M	M M	M M	M
M	M	M M	M M	M M	M M	M M	M M	M
MMMMMM	M	MMMMMM	M M	M M	M M	M M	M M	MMMMMM

MMMMMM	MMMMMM	MMMMMM	M	M	M	M	MMMMMM	MMMMMM
M	M	M	M	M	M	M	M	M
MMMMMM	M	M	M	MM	MMMMMM	M	M	MMMMMM
M	M	M	M	M	M	M	M	M
MMMMMM	MMMMMM	MMMMMM	M	M	M	M	MMMMMM	M

JONES JUNIOR HIGH SCHOOL

Gymnasium

November 21, 19--

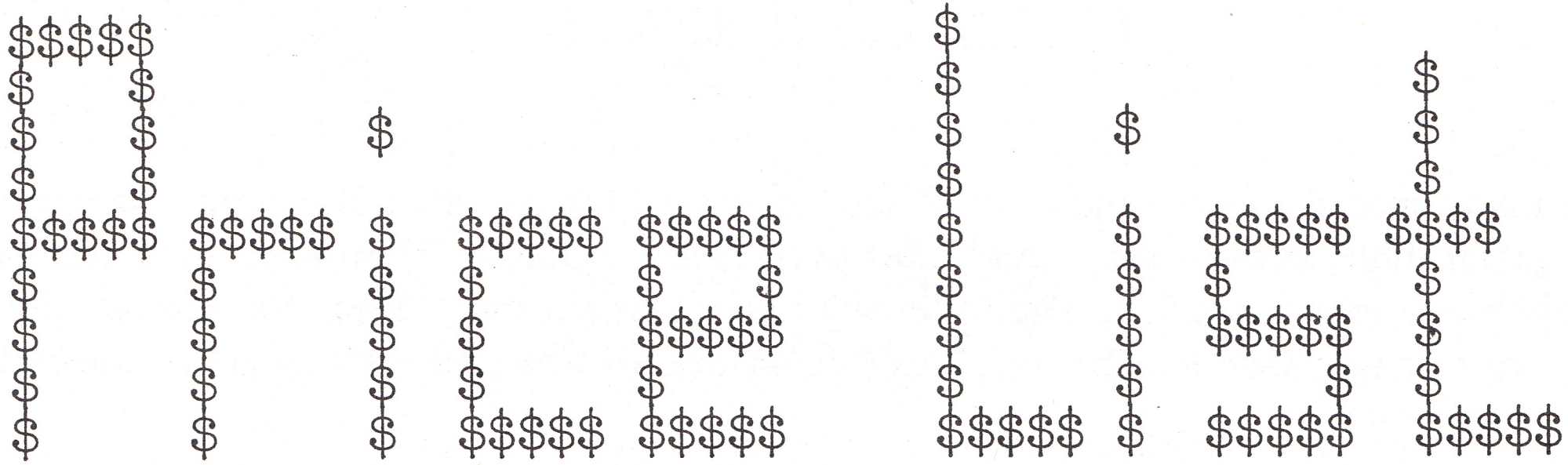
STAG 50¢	DRAG 75¢
----------	----------

## Dance Announcement









## CRAWFORD HIGH SCHOOL BOOKSTORE

### School Supplies

Ball Point Pens . . . . .	\$ .10
Ball Point Pen Refills . . . . .	.05
Cellophane Tape . . . . .	.15
Compasses . . . . .	.25
Erasers:	
Art . . . . .	.05
Gum . . . . .	.10
Kneaded Rubber . . . . .	.15
Pencil . . . . .	.10
Typewriter . . . . .	.15
Fountain Pens . . . . .	1.00
Glue . . . . .	.19
Index Cards . . . . .	.20
Ink . . . . .	.15
Ink Cartridges . . . . .	.49
Notebooks . . . . .	.50
Paper Clips . . . . .	.10
Pencils . . . . .	.05
Protractors . . . . .	.10
Rulers . . . . .	.10
Slide Rules . . . . .	1.60

### Novelty Items

Banners:	
Small . . . . .	.50
Large . . . . .	1.00
Baseball Caps . . . . .	.50
Beanies . . . . .	.50
Emblems . . . . .	.15
Shakers . . . . .	.15
Sweat Shirts . . . . .	2.50
T Shirts . . . . .	.75

*Price List*



```

* * * * *
*
*   M           M   MMMMM M   M   M   M
*   MM          MM   M       MM   M   M   M
*   M M        M M   MMM     M M M   M   M
*   M  M M     M   M       M   MM   M   M
*   M   M      M   MMMMM M   M   MMMMM
*
*
*   FRANK JONES HIGH SCHOOL
*
*   February 5-9, 19--
*
*   Monday
*
*       Baked Chicken
*           Parsley Potato
*           Cranberry Jello
*           Peas
*
*   Tuesday
*
*       Frankfurt
*           Baked Beans
*           Spinach
*           Cole Slaw
*
*   Wednesday
*
*       Pot Roast
*           French Bread
*           Green Beans
*           Fruit Salad
*
*   Thursday
*
*       Macaroni and Cheese
*           Broccoli
*           Corn
*           Applesauce
*
*   Friday
*
*       Baked Fish
*           Mashed Potato
*           Stewed Tomato
*           Green Salad
*
* * * * *

```







To justify the right margin, it is necessary to type first a rough draft. Page 12 contains a rough draft of a newspaper with justified right margins. The typing sequence is as follows:

1. Set your margins for a 35-space column. Use 5-40 when typing the first column, 45-80 when typing the second column.
2. Type 35 diagonal lines to be sure that there are 35 spaces.

////////////////////////////////////

3. Throw the carriage several times to separate the diagonal lines from the copy which you are going to type.
4. Type the material using diagonal lines to complete the unused spaces at the end of each line. Occasionally, it may be desirable to type a mark of punctuation or letter in the 36th space. This extra stroke will be crowded by half spacing on the line when typing the final draft. The final line of a paragraph is usually not justified.

The annual senior prom, "Blue/  
Mist," was held on June 3 in the///  
school gymnasium. The Alan Harris/  
Band played. The winners of the///  
dance contest were Alison Paige///  
and Adam Reed. Decorations were by  
Candy Leigh, Lois Arden, Jill Jones,  
and Rebecca Lane.

5. The final draft is typed allowing extra spaces after words to compensate for /'s at the end of each line. It may be necessary to space two or three times between some words. Use your own judgment as to well-arranged spacing. For example, if you must space an extra three times on a line, space an extra time after three words rather than spacing three times after one word. Note how the last comma on the seventh line of the copy below was crowded. The final draft follows (note the extra spacing between certain words):

The annual senior prom, "Blue  
Mist," was held on June 3 in the  
school gymnasium. The Alan Harris  
Band played. The winners of the  
dance contest were Alison Paige  
and Adam Reed. Decorations were by  
Candy Leigh, Lois Arden, Jill Jones,  
and Rebecca Lane.

The following page can serve as a model for a rough draft of your school or club newspaper. Page 13 contains a final draft.



VOL. VI, NO. 2                      EDWARD PARKER HIGH SCHOOL                      MAY 14, 19--

## NEW OFFICERS ELECTED

New Student Council officers//  
have been elected for next year.///  
They are Todd Green, president;////  
Bradford Davis, vice president; Jay  
Adams, treasurer; and Caron Clark,/ secretary.

In his acceptance speech at///  
the school assembly on April 19,///  
Bradford Davis said he would like///  
to form a new Pep Club.

Gary Carter was presented the/  
past-president's pin.

## HIT PARADE

- SOME ENCHANTED EVENING . . . . Prom  
EXODUS . . . . .Fire Drills  
SOUND OFF. . . . .Cafeteria  
'TIL THE END OF TIME . . School Day  
THESE FOOLISH THINGS . Report Cards  
FOOLS RUSH IN. . . . .Detention  
TEMPTATION . . . . .Cheating  
TEA FOR TWO. . . . .Betty and Jim  
RHAPSODY IN BLUE . . . Examinations  
NIGHT AND DAY. . . . .Homework  
STARDUST . . . . .Dramatic Club



VOL. VI, NO. 2                      EDWARD PARKER HIGH SCHOOL                      MAY 14, 19--

## NEW OFFICERS ELECTED

New Student Council officers have been elected for next year. They are Todd Green, president; Bradford Davis, vice president; Jay Adams, treasurer; and Caron Clark, secretary.

In his acceptance speech at the school assembly on April 19, Bradford Davis said he would like to form a new Pep Club.

Gary Carter was presented the  
past-president's gold pin.

# HIT PARADE

- SOME ENCHANTED EVENING . . . . Prom  
EXODUS . . . . .Fire Drills  
SOUND OFF. . . . .Cafeteria  
'TIL THE END OF TIME . . School Day  
THESE FOOLISH THINGS . Report Cards  
FOOLS RUSH IN. . . . .Detention  
TEMPTATION . . . . .Cheating  
TEA FOR TWO. . . . .Betty and Jim  
RHAPSODY IN BLUE . . . Examinations  
NIGHT AND DAY. . . . .Homework  
STARDUST . . . . .Dramatic Club







### III. Holidays

There are many holidays which afford splendid opportunities for art typing. Can you type the following greeting card? Follow the directions on the preceding page.

N E W Y E A R

59 - H A P P Y

1  
84

*New Year's Day*  
(January 1)

[illegible]



\*\*\*\*\*  
\* \* \* \* \*  
\* \* \* \* \*  
\* \* \* \* \*  
\* \* \* \* \*

\*  
\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

\*  
\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

— 53

```

*****      *      *****      *****      *
      *      *      *      *      *      *      *
    ****      *      *      *      *      *      *
      *      *      *      *      *      *      *
    ****      *      *      *      *      *      *
*****      *      *      *****      *      * — 8h
      |
      oh

```

[illegible]



```

      19
      |
39— 0000000000
    0000000000000000
    0000000      0
    0000000      0
    0000000      00
    0000000      000
    0000000      000
    0000000000  XXXX  XXX 0000
    000000000000 X  o  XX  X  oX00000
    0000000000000      X  000000
    0000000000000      XX  00000
    0000000000000      XXXX  00
    00000000000      0
    000000      X
    H0000H      X
    HH000HH
    MHHHHHHHHHHHHHHHHX
    MMHHHHHHHHHHHHHHH
    MMMMMMMHHHHHHHHH  M
    MMMMMMMHHHHHHH  HMMM
    MMMMMMMHHH  HHHMMMMM
    MMMMMMMMM  HH  HHMMMMMMMMM
    MMMMMMMMM  HH  HH  HMMMMMMMMM
    MMMMMMMMM  HHHH  HMMMMMMMMM
    MMMMMMMMMMMMMMMMMMMHHH  HMMMMMMMMM
    MMMMMMMMMMMMMMMMMMM  HHHMMMMM
    MMMMMMMMMMMMMMMMMMM  HHHH  MMM
    MMMMMMMMMMMMMMMMMMM  HHHH  M
    MMMMMMMMMMMMMMM  HHH
    MMMM

```

Washington's Birthday (February 22)







—

*United Nations Day (October 24)*











58 — BEST WISHES  
46  
FOR A VERY  
MERRY  
CHRISTMAS

[illegible]

MM	<u>XXXXXXXXXXXXXXXXXXXXXXXXXX</u>			
MM		H		O
MM		H		MM
MM	MMMMM	H		MM
MM	MMMMM	H	MMMMMMMMMMMMM	MM

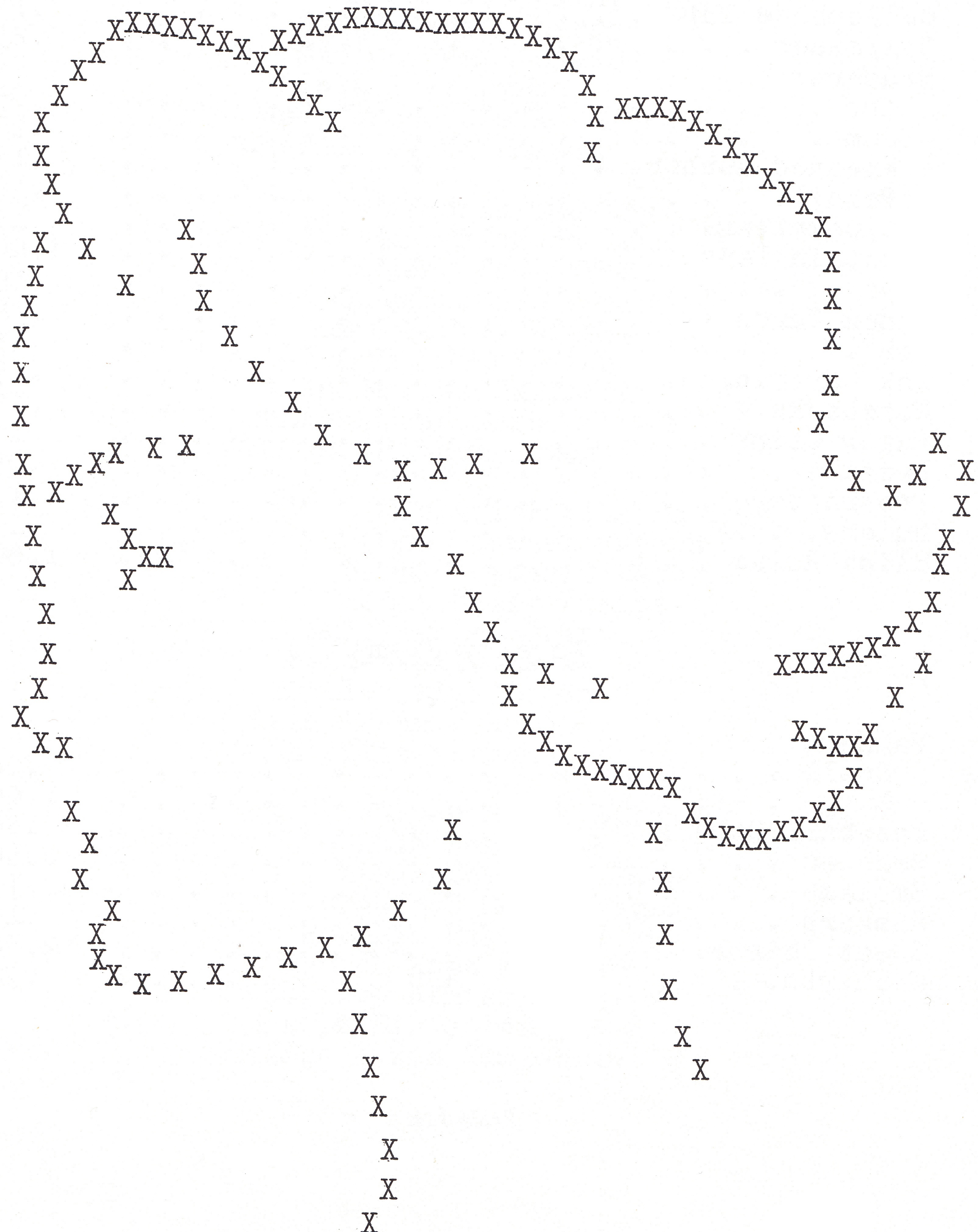


## IV. Special Effects

There are many special effects which can be created on the typewriter. For example, colored ribbons (red, maroon, green, blue, brown, gray, gold, and purple) are available. Combined with colored paper, there is a highly pleasing visual effect. The following pages contain many ideas for special effects which may stimulate your imagination and be a point of departure for new and exciting art typing experiences.

### Line Drawings

It is possible to type a curved line by half spacing horizontally and vertically. You can half space horizontally by either holding the carriage so that it does not move a complete space or by partially depressing the backspace key. By using the variable line spacer or line finder (ratchet release), it is possible to half space vertically. Examine the following picture carefully. Can you type it?





## *Abstract Forms*

It is possible to type a paper using an abstract form to "catch the eye" and make it interesting. For example, a list of names may be typed as follows:

12  
|  
39 — HONOR ROLL

Laura Ann Abbott  
Enid Susan Allen  
Jesse Frank Anderson  
Marguerite Kathy Baker  
Nancy Joyce Barry  
Marion Pearl Bowers  
Linda Iris Byron  
Gary Bruce Clark  
Charles Davis Dawson

Deborah Sue Day  
Marc Richard Dunn  
Howard Paul Frost  
Agnes Louise Fuller  
Sara Bertha Gaines  
Sheryl Donna Green  
Jane Martha Hamilton  
Kenneth Jay Ives  
Elliot Michael Jones

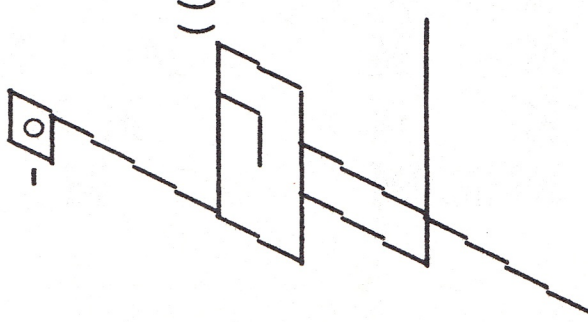
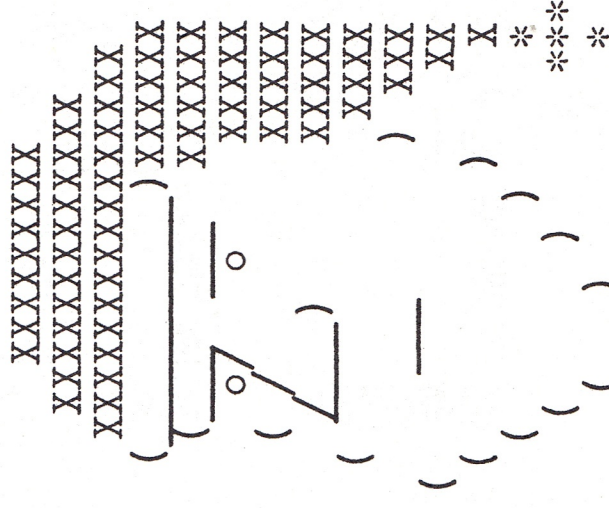
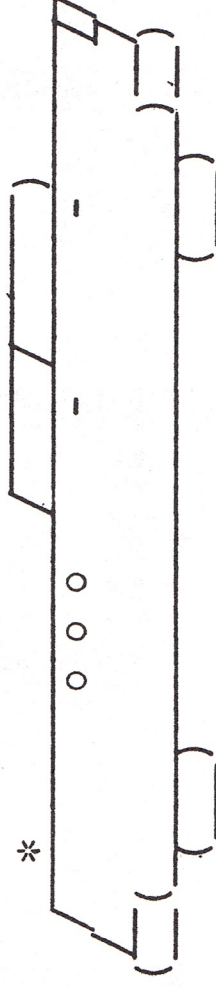
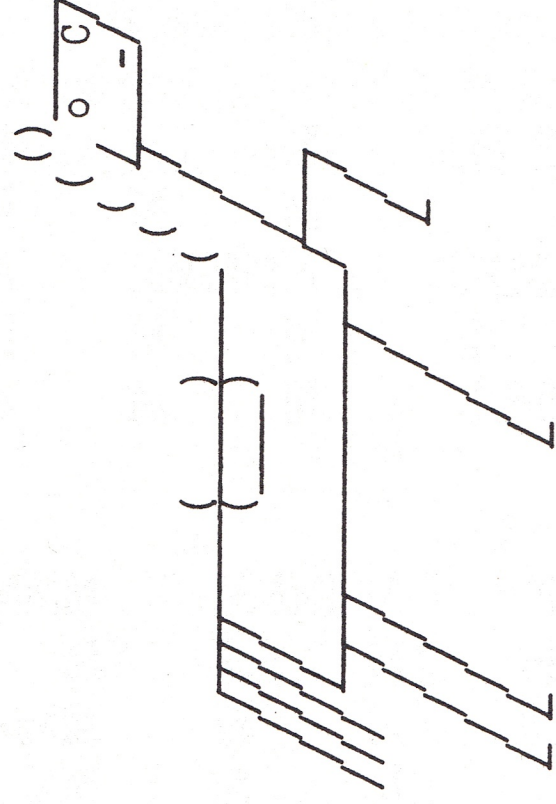
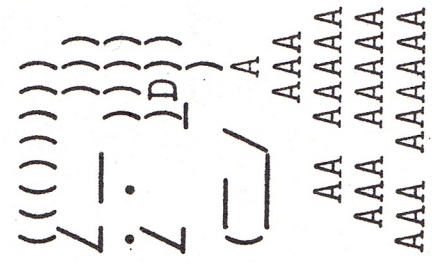
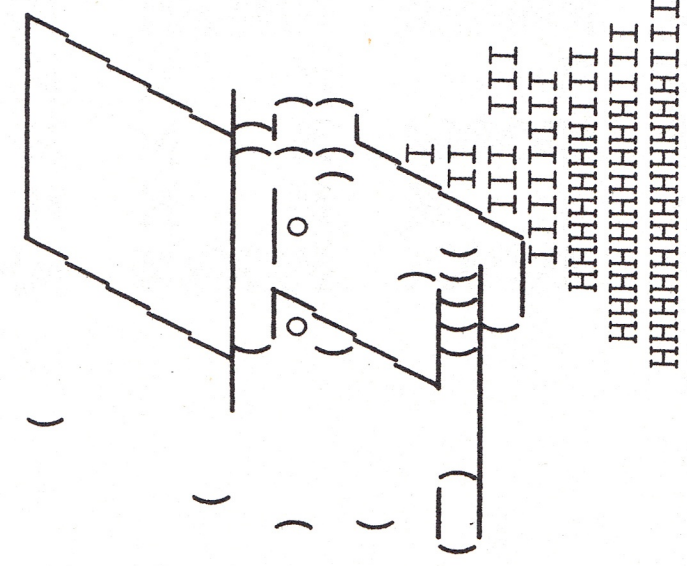
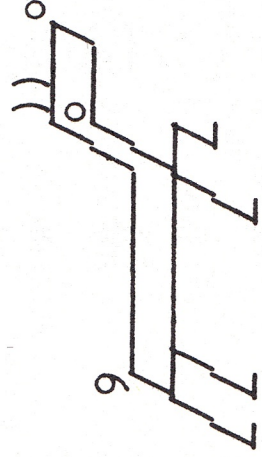
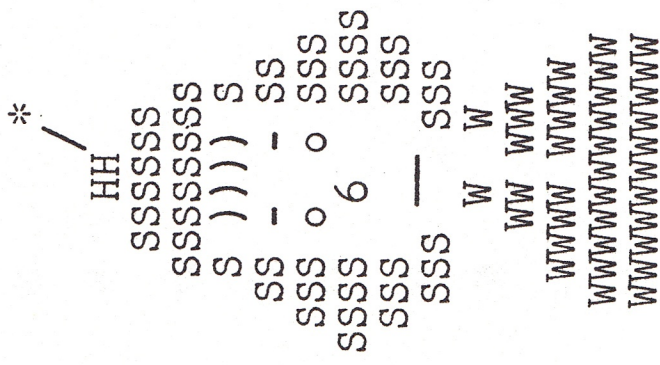
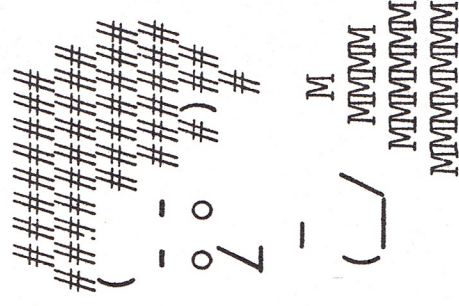
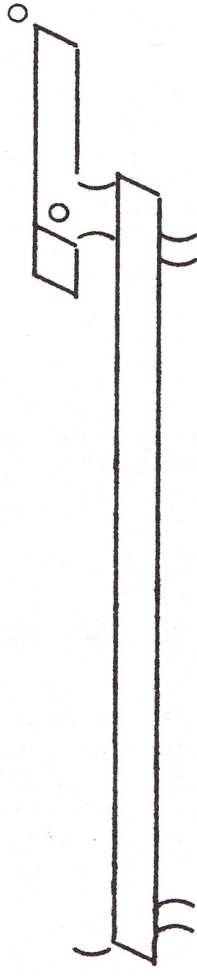
Michael Philip Lombard  
John Stewart Meyers  
Harold Leonard Peck  
Thomas Craig Phelps  
Shirley Lee Pratt  
Wendy Belle Reed  
Phyllis Nina Rosen  
Estelle Anne Rowe  
Ruth Julia Shanahan

Alden Scott Silverman  
Lois Ann Smith  
Alexander Leon Snow  
Bradford Henry Taylor  
Francis Barbara West  
Monica Hope Wheeler  
Marilyn Kimberly White  
Myrtle Elsie Young  
Joseph Myron Zimmerman



## Cartooning

You can spend many fascinating hours designing cartoons on the typewriter. Cartooning requires a great deal of imagination and ingenuity.





Embroidery Motifs

It is possible to insert pieces of cloth such as a handkerchief or scarf into the typewriter and to type embroidery patterns. It is then simple to embroider over the typed patterns. For example, the following monograms can be typed on cloth:

```

      X X X X
    X      X
  X      X
X      XXX      X
X      X      X
X      XXX      X
X      X      X
X      XXX      X
X      XX      X
      X      X
    X X X X

```

```

XXXXX      X
X  X      X
X      X
X      X
X      X
X      X
XXXXX      XXXXX
      X X      X
      X      X
      X      X
      X      X
      X      X
XXXXX      XXXXX

```

```

      X
    X X
  X
  X
  X
  X
  X
  X
  X
  X
  X
XXXXXX
  X
  X
  X
  X
  X
  X
  X
  X

```

```

X      X      X      X
XX      XXXXXX      XX
X X      X      X X
X X      X      X
X      X      X
X      X      X
X      X      X
      X X
      X

```

```

      X
    X X
  X      X
X      X
X      XX      XX      X
X      X      X      X
X      XXXXX      X      X
X      X      X      X
X      XX      XX      X
X      X      X
X      X
X      X
X

```



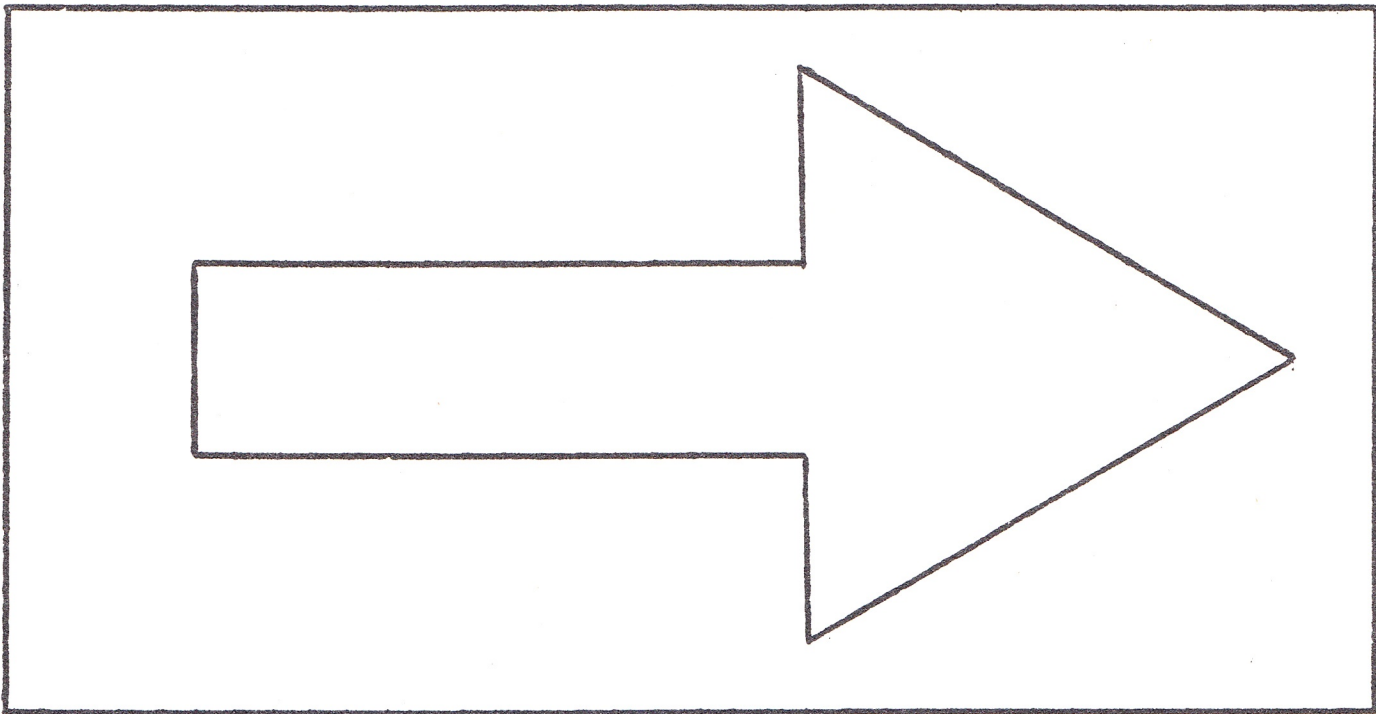




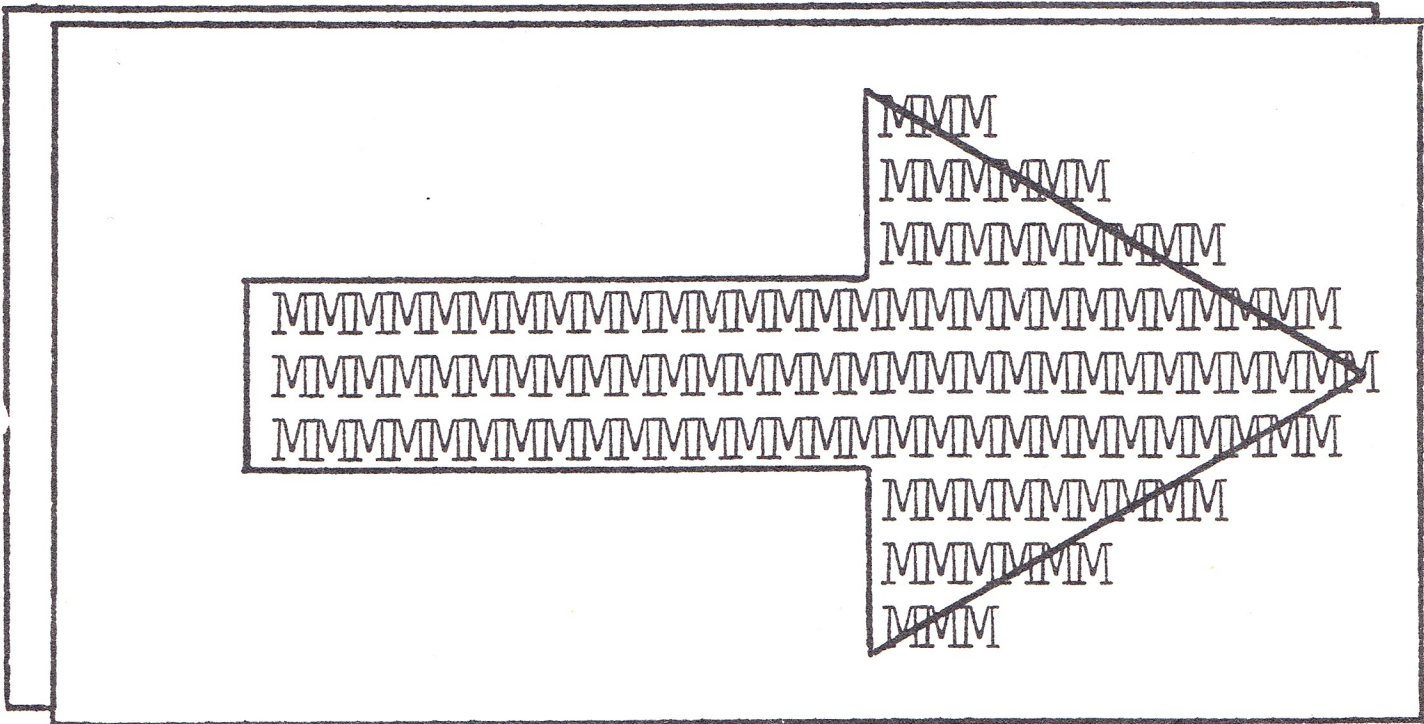
*Patterns*

Patterns can be cut by scissors to serve as a guide for typing pictures. Complete the three steps illustrated below:

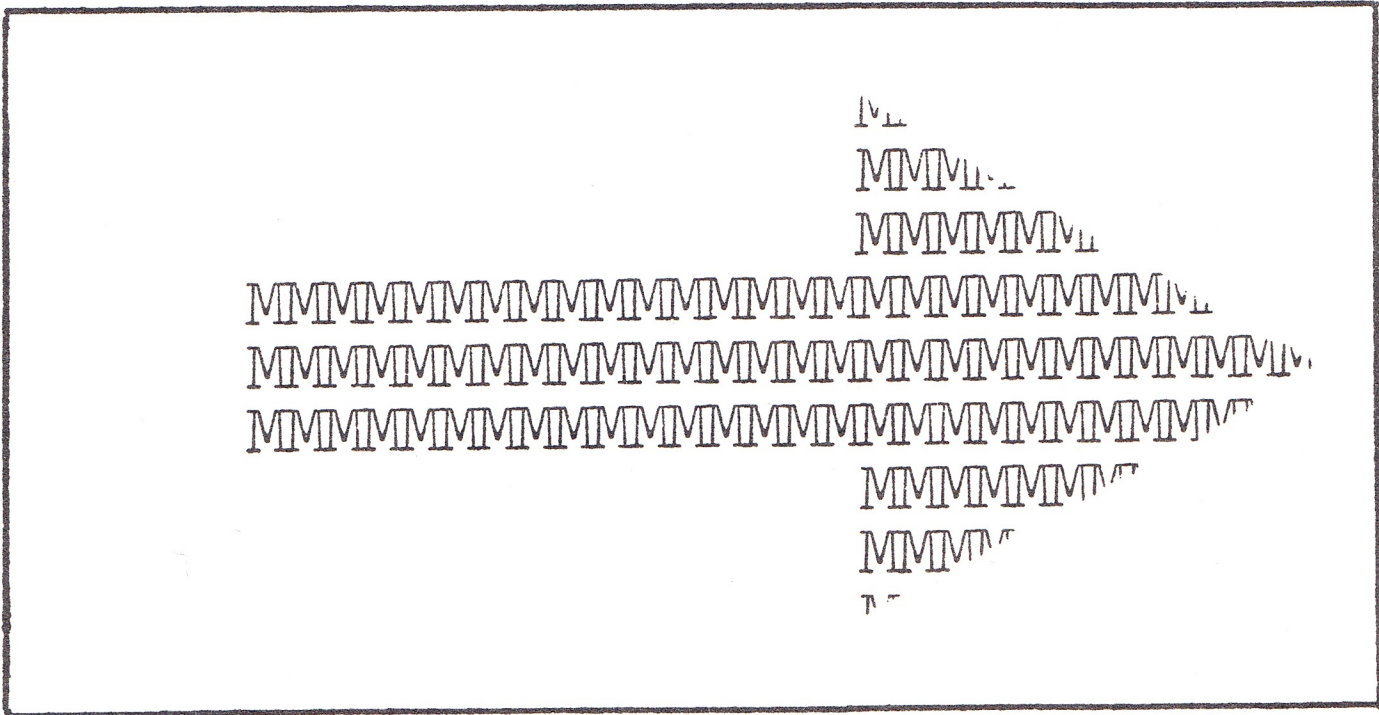
Step 1. Cut a pattern.



Step 2. Place the pattern in front of your typing paper. Type on it.



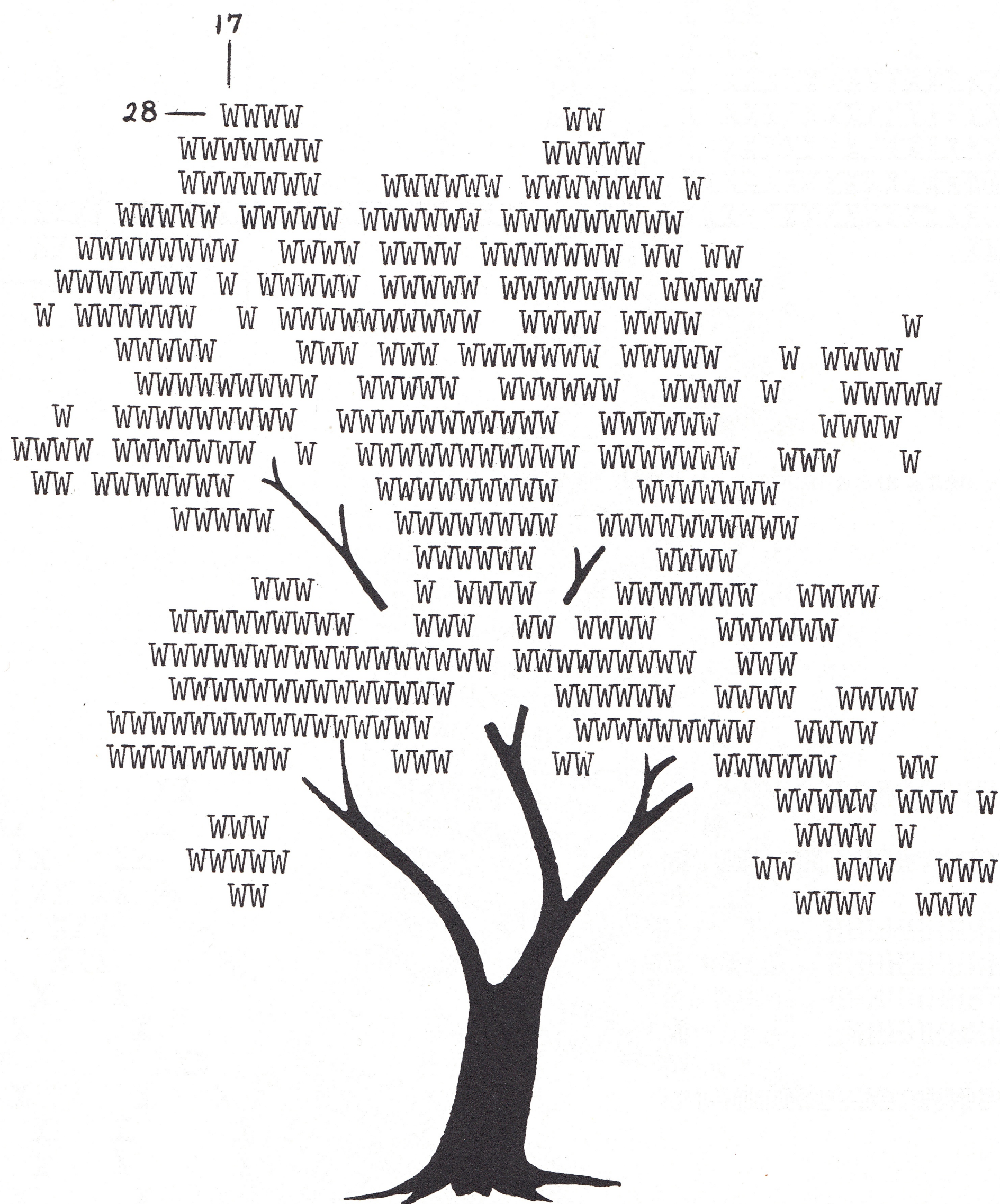
Step 3. Finished copy after removing pattern.





## Combining Typing and Other Art Media

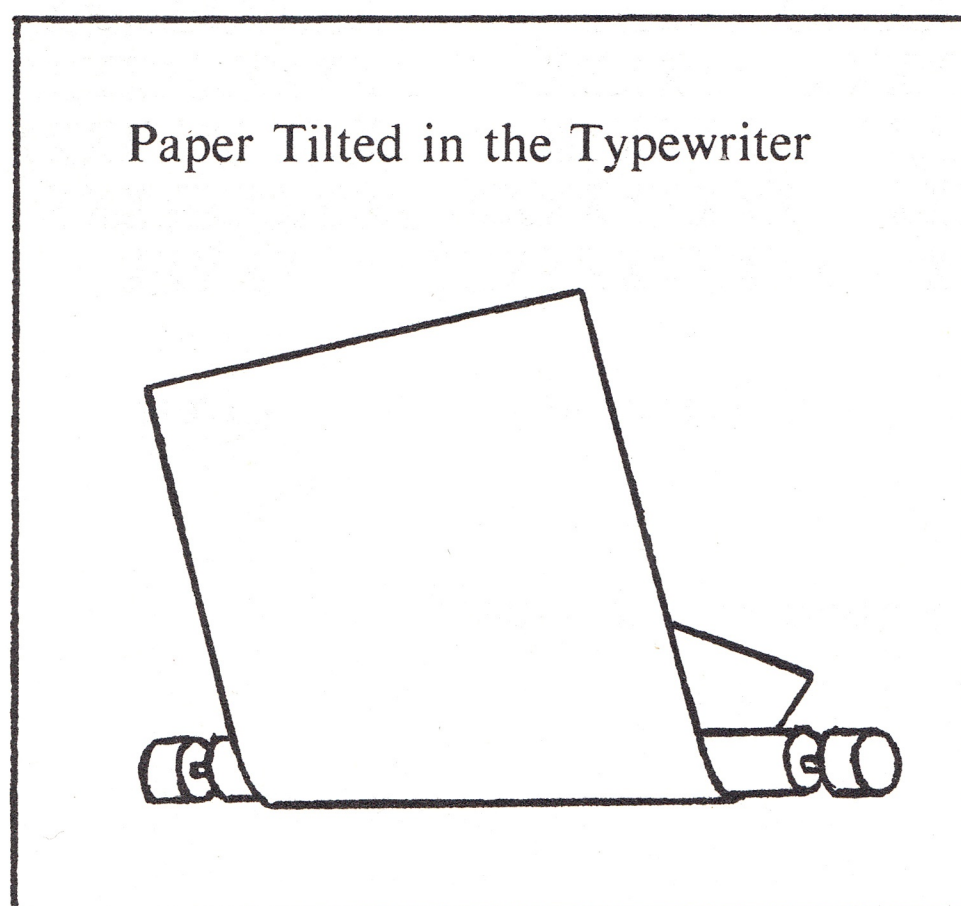
A picture can be partially typed and partially drawn with paint or ink. This is particularly effective on posters and other forms of advertising. The trunk of the following tree was drawn with India ink.





## Tilting

In all of the pictures so far the paper has remained in a fixed position. A very interesting effect is created by tilting the paper. This can be done by using the paper-release lever. Can you type the following sailboat by tilting your paper now and then?



The image displays a complex geometric pattern composed of the letters 'H', 'M', and 'W' arranged in a grid-like structure. The pattern is formed by multiple overlapping lines of these letters, creating a sense of depth and perspective. The letters are arranged in a way that suggests a three-dimensional space, with lines receding into the distance. In the top left corner, there is a small rectangular box containing the letters 'er' and 'ZGO' in a stylized font. The overall composition is a dense, intricate arrangement of these simple characters, creating a visually rich and complex image.



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